

Duchesne County Library System

Circulation Policy & Procedures

Purpose of the Policy

One of Duchesne County Library System's main purposes is to provide access to information and resources for all county patrons, including western Uintah County. To provide equitable opportunity to the limited resources, this policy outlines a patron's circulation privileges and consequences for non-compliance.

Library Cards

To acquire a library card a patron must present current government-issued photo identification (ID) with a Duchesne or Uintah County mailing address to the library staff. If a patron is a new resident to Duchesne or Uintah County and doesn't have an address from either of those counties on their identification, they will need to present their ID with proof of address in Duchesne or Uintah County.

Parents/guardians who have their own account may acquire a library card for their minors by following the aforementioned procedure with the minor present and accepting responsibility to become the minor's card guarantor. The guarantor is ultimately responsible for consequences of the minor's account. Parents/guardians must not have outstanding fines or lost items on their own accounts or the minor account will not be created. There are two types of minor library cards. One is an all access account which includes circulation and library computer access. This account requires a parent/guardian consent form to be completed for computer access. The other type is a circulation only card. For questions about computer access please refer to the library system's *Internet and Computer Access Policy and Procedures*.

Library cards must be presented at the circulation desk for check-out. If a patron has forgotten their library card, they must show their ID instead. Patrons are responsible for the use of their library cards. Should a card go missing the patron should notify the library. Replacement of lost cards costs \$1.00. Library cards are renewed annually at the circulation desk to verify that all contact information and account settings are current on the patron account.

Any further questions concerning patron accounts should be directed to the library director.

Circulation Privileges

County residents may initially check-out 10 items at a time. Following six months of circulation with no outstanding fines, a patron may check out 15 items at a time.

Videos (DVDs/Blu-Rays) may be checked out for two weeks. All other items may be checked out for three weeks. An item may be renewed once for another three weeks if it is not on hold for another patron; otherwise, it must be returned. However, videos (DVDs/Blu-Rays) are not renewable. After renewing an item once and the item is not on hold, a patron may re-check-out the item (three weeks and

the possibility of another renewal) upon presenting the item at the circulation desk for the new check-out. Videos may be re-checked out by following this procedure.

Duchesne County and Uintah County Library Systems enjoy a borrowing agreement as a consortium (partnership). Patrons in both counties have access to the collections of Duchesne Library, Roosevelt Library, and Uintah County Library and may check-out, check-in, and place holds at any of those branches. Holds on items will be held at the patron's home branch for one week following the item's arrival at the home branch. Patrons will be notified by e-mail of the item's arrival. If an item hasn't been picked-up in one week it will be given to the next patron who has a hold on the item or returned to the owning library unless the patron has contacted the library and made an arrangement to pick-up the item soon. If the arrangement isn't honored, the item will be given to the next patron hold or returned. Patrons may ask for their hold to be suspended for a time, allowing other patrons to borrow the item in the meantime.

Minors under 17 years of age may not check out R-rated or Un-rated movies (not including "Not-rated") or Mature-rated television programs without written parent/guardian permission made at every check-out of such an item.

eResources including eBooks, digital audiobooks, and eMagazines are also available through Utah's Online Library Overdrive and OneClickDigital platforms. Patrons may checkout ten titles on each platform at a time. The lending period varies between titles. The option to renew a title appears three days before the checkout's expiration date. Patrons may place five titles in Overdrive and ten titles in OneClickDigital on hold at a time. A notification e-mail will be sent when a hold is available. Patrons have three days to check-out the title, otherwise the hold is cancelled. Patrons may suspend holds from one week to three months.

State Interlibrary Loans, Book Buzz, & Materials for Patrons Who Are Blind and/or Disabled

There are various collections outside of the Duchesne/Uintah County consortium that resident patrons may also take advantage of including interlibrary loans, Book Buzz, and materials for the blind and/or disabled.

If there is an item that a resident patron seeks that none of the branches in the consortium own and the item is old or very costly to acquire, the patron's home branch staff may search the state interlibrary loan (ILL) service to find a library nationally that will borrow the item for a limited time.

For local book clubs, the Utah State Library offers "Book Buzz," a collection of multiple copies of popular book titles that may be loaned for book club use. Patrons may check the availability of titles and place holds on sets of books with the assistance of the patron's home branch library staff.

The loan periods for all of these items are set by the lending library/state library and renewals are sometimes possible if the patron requests the renewal at least one week before the item's due date. The lending library reserves the right to deny the renewal. Items must be returned to the patron's home branch so the branch can return the items to the lending library. Patrons are responsible for the costs of damaged or lost items.

Due to the increased responsibilities of these collections, resident patrons must have at least three months of circulation with no outstanding fines, and must verify their current phone number, mailing address, and e-mail address before they may submit requests for these collections.

Materials for patrons who are blind and/or disabled are available through the Utah State Library for the Blind and Disabled including braille, large print, and audio books. Patrons may apply for this service at blindlibrary.utah.gov

Fines

Due to the library system's limited resources fines are utilized to help offset the cost of lost or damaged items. They include:

- Late fines - \$.10 per item, per day.
- Damage fines
 - Low damage including minimal rips, minimal marking, repairable binding – Up to 30% of item cost.
 - High damage making an item unusable including damaged discs, missing pages, water damage, animal damage, marking throughout item – Cost of item replacement.
- Lost fines – Cost of the item.

Due to demand, new items or items with holds that are one month overdue may be replaced and the patron will be charged the cost of item replacement. If an overdue item has not yet been replaced, a refund will be given for overdue/lost items that are returned undamaged minus the late fine on the item up to 30% of the item cost.

A patron's circulation privileges will be suspended if their account's total outstanding fines exceed \$5.00 until they pay off enough of their fines to total less than \$5.00.

Non-residents

Non-residents of Duchesne and Uintah counties may acquire a limited card. They must present ID and provide a current phone number, mailing address, and e-mail address. Non-residents may then check-out four items. After three months of circulation with no outstanding fines, the patron may check-out ten items. Non-residents may not place requests for state Interlibrary Loans or Book Buzz.

Policy Review

This policy shall be reviewed at least once every three years by the Duchesne County Library Board of Trustees.

Reviewed: Feb. 22, 2017

Adopted: Feb. 22, 2017

Effective: Feb. 23, 2017